

Charity Number: 1174618

**RED LETTER PROJECT
ANNUAL REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 DECEMBER 2022**

**SAINT JOHN'S CHURCH
SAINT STREET
GREAT HORTON
BRADFORD**

RED LETTER PROJECT

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RED LETTER PROJECT

CHARITY INFORMATION

CHARITY NUMBER	:	1174618 Charitable Incorporated Organisation
GOVERNING INSTRUMENT	:	CIO - FOUNDATION Registered 12 September 2017
TRUSTEES	:	Revd Canon John Bavington Ms Jo Dennis Revd Adam Dickson Mr Mark King
TREASURERS	:	Mr Alan Armitage Ms Claire Perkins
PRINCIPAL ADDRESS	:	St Wilfrids Vicarage St Wilfrids Road Bradford West Yorkshire BD7 2LU
INDEPENDENT EXAMINER	:	Mr R Illingworth

RED LETTER PROJECT

REPORT OF THE TRUSTEES

The Trustees present their Report and Financial Statements for the year ended 31 December 2022.

OBJECTIVES, ORGANISATION AND ACTIVITIES

The Red Letter Project was constituted as a Charitable Incorporated Organisation by way of a Foundation document on 12 September 2017 with the registration number 1174618.

The principal address of the Charity is St Wilfrids Vicarage, St Wilfrids Road, Bradford BD7 2LU.

The objectives of the Charity are the relief of financial hardship among people living in the vicinity of Great Horton in Bradford; the provision of assistance with social welfare for recreation or leisure; to enhance the development and education of children under the statutory school age; and to advance the Christian Faith for the benefit of the public in accordance with the teachings of Jesus to love your neighbour.

In setting our objectives and planning our activities the Trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

TRUSTEES

The Trustees who served during the year were:-

Name	Position	Dates
Revd Canon John Bavington	Chair	
Mr Brian Bates		Resigned 19 July 2022
Ms Jo Dennis		
Revd Adam Dickson		
Mr Mark King		Appointed 19 July 2022

AGENTS AND ADVISERS

The Independent Examiner is Mr. R. Illingworth MAAT of Ash Croft, Wibsey, Bradford BD6 3QR.

BANKERS

The Charity bank accounts are maintained with:

Reliance Bank	Co-operative Bank
Faith House	P.O. Box 101
23-24 Lovatt Lane	1 Balloon Street
London	Manchester
EC3R 8EB	M60 4EP

RED LETTER PROJECT

REPORT OF THE TRUSTEES

ACHIEVEMENTS AND PERFORMANCE

The Red Letter Project conducts its community activities from two locations in Great Horton with one being the village community hub and the other being the parish church of Saint John the Evangelist. The Trustees are also responsible for the upkeep of the property at Saint Columbas.

Review of the year

Share Table

The share table is a cross between a food bank and a community shop which exists to serve people in the local area who find that putting basic food on the table is a struggle. The change to FoodSavers during the year has been very successful with a decrease in numbers coming from across the city but we are still giving out five free food bags a week. We have been awarded a grant which will cover most costs over the next two years to help keep this ministry self-sufficient. The household goods and clothing stall brings in a good source of income which makes a huge difference to what we can offer and helps to keep the share table viable.

English Classes

During the year we employed someone to deliver conversational classes once a week for speakers of English as a second language but we need to find a way to fund these classes as most people who need this help are not yet able to gain employment and cannot afford to pay for these sessions.

Community Hub and Library

The community hub has recently been awarded a council grant to cover the costs of our Tuesday Friends lunch group and the Threads and Needles craft group. The Stay and Play sessions are increasingly popular and one of our volunteers has taken on the responsibility of organising a craft activity each week and providing healthy snacks. The community hub also hosts the Great Horton Library where we are able to open on three days in the week thanks to our dedicated volunteers but it has been very challenging to try and increase the opening hours. A Nigerian Church, Bradford Youth Services, Yorkshire Wildlife Trust, The Youth Association and Friends of Brackenhill Park all continue to use the hub on a regular basis and in order to help with running costs we have invested in a new air heating system for the sports hall. Highlights during the year have been the Friendship Lunch in February; the Big Bike Giveaway; Zoolabs; the Teddy Bear's Picnic and the Community Christmas Fair.

Local Schools

Our schools work during 2022 was more or less back to pre-Covid levels as we were able to go into Brackenhill Primary School and Saint Oswalds Church of England Primary Academy to conduct assemblies. In February we had a very successful Bible Times Exhibition at Saint Johns Church with all four of the primary schools in the parish taking part. In September the team grew in numbers when Millie Cork and Laxmi Rai joined and we were able to split into two teams which has worked very well. In October we returned to Hollingwood Primary School to take two Harvest Festivals and in December we took the Christmas story into seven primary schools in both Great Horton and Lidget Green.

Under Fives Pre School

The pre school seeks to enhance the development and education of children under the statutory school age by encouraging parents to understand and provide for their needs through community groups. During the year we had our first Ofsted inspection since we moved into our new building and we were very pleased to achieve a good rating in all areas. Pre school has faced an uncertain period as we struggled with occupancy levels because families have left the area and we were not able to replace them. We have made many efforts to remedy the situation by holding open days, attending community events, leafletting and visiting local families who are entitled to a fully funded pre school place. We are pleased to report that since September our numbers have increased from twenty children on our registers in March 2022 to thirty six children by the end of the year and we are now averaging more children in attendance at each session.

RED LETTER PROJECT

REPORT OF THE TRUSTEES

ACHIEVEMENTS AND PERFORMANCE

Review of the year continued

Saint Columbas

Improvements were made to the heating system during the year for which we received a strategic development fund grant from the Diocese of Leeds and we also spent funds on upgrading the electrical systems in the building. We are continuing to receive rent from the 'Sushi Hometown Restaurant' that occupies part of the building together with a contribution towards our utility costs and the Loveworld Leeds Church uses our premises for its Bradford Outreach project which provides another source of rental income. Other income is received from organisations that use our premises for storage purposes. There has been a further large rise in utility costs but this has been partially offset through the increase in rental income. The insurance arrears on the building from 2018 through to 2021 which effectively meant the accounts for last year contained four years of insurance premiums have now been paid in full. We are exploring our options to further utilise the building with the aim of providing services to the local community and in connection with this we spent £3,000 on play equipment which we hope to use in one of our future projects.

FINANCIAL ACTIVITIES AND AFFAIRS

Full details of the financial transactions are contained in the attached accounts where the total income for the year was £144,889 (2021 : £118,323) and after deducting expenditure of £163,805 (2021 : £125,633) the net outgoing resources were £18,916 (2021 : £7,310).

RESERVES POLICY

It is the policy of the Trustees to maintain a balance on total funds (if possible) which equates approximately to three months expenditure in order to cover emergency situations that may arise from time to time. The balance of £62,064 at the year end matched this target.

SIGNED ON BEHALF OF THE TRUSTEES



.....
Revd Canon John Bavington

14 May 2023

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with the Statement of Recommended Practice (SORP 2015) for charities issued by the Charity Commission and the Charities Act 2011.

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the provisions of the foundation document.

They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

RED LETTER PROJECT

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE RED LETTER PROJECT

I report on the accounts of the charity for the year ended 31 December 2022 set out on pages 7 to 12.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The trustees of the charity are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINER'S STATEMENT

In the course of my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts be reached.


.....

R. Illingworth MAAT

Ash Croft
Wibsey
Bradford
BD6 3QR

16 May 2023

RED LETTER PROJECT

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2022

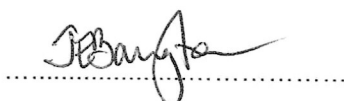
		Unrestricted RLP Activities Fund	Designated Under Fives Fund	Total Funds 2022	Total Funds 2021
	Note	£	£	£	£
INCOMING RESOURCES					
Generated Funds	2	61,801	51,767	113,568	106,280
Charitable Activities	2	29,296	2,025	31,321	12,043
		<u>91,097</u>	<u>53,792</u>	<u>144,889</u>	<u>118,323</u>
RESOURCES EXPENDED					
Charitable Activities	3	97,715	63,580	161,295	122,422
Governance Costs Administration	4	409	2,101	2,510	3,211
TOTAL RESOURCES EXPENDED		<u>98,124</u>	<u>65,681</u>	<u>163,805</u>	<u>125,633</u>
NET INCOMING OR (OUTGOING) RESOURCES		(7,027)	(11,889)	(18,916)	(7,310)
Net Transfers Between Funds		-	-	-	-
NET MOVEMENT IN FUNDS		<u>(7,027)</u>	<u>(11,889)</u>	<u>(18,916)</u>	<u>(7,310)</u>
Total Funds Brought Forward		<u>46,640</u>	<u>34,340</u>	<u>80,980</u>	<u>88,290</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>39,613</u></u>	<u><u>22,451</u></u>	<u><u>62,064</u></u>	<u><u>80,980</u></u>

RED LETTER PROJECT

BALANCE SHEET AS AT 31 DECEMBER 2022

		Unrestricted RLP Activities Fund	Designated Under Fives Fund	Total Funds 2022	Total Funds 2021
	Note	£	£	£	£
FIXED ASSETS					
Tangible Assets	6	10,650	-	10,650	-
CURRENT ASSETS					
Debtors and Prepayments		2,135	600	2,735	1,380
Cash at Banks	7	31,929	23,664	55,593	89,515
Cash in Hand		902	82	984	897
		34,966	24,346	59,312	91,792
CURRENT LIABILITIES					
Creditors and Accruals		5,644	1,100	6,744	10,159
Tax and Social Security		359	795	1,154	653
		6,003	1,895	7,898	10,812
NET ASSETS	8	39,613	22,451	62,064	80,980
RESERVES					
Balances Brought Forward		46,640	34,340	80,980	88,290
Net Movement in Funds		(7,027)	(11,889)	(18,916)	(7,310)
Balances Carried Forward	8	39,613	22,451	62,064	80,980

The financial statements were approved by the Trustees on 14 May 2023.



Revd Canon John Bavington

Trustee

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022

1. STATEMENT OF ACCOUNTING POLICIES

The following are the more important accounting policies adopted by the Charity:

a) BASIS OF PREPARATION

These financial statements have been prepared using the historical cost convention and are in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and with the Charities Act 2011.

There has been no change to the accounting policies since last year and no changes to the accounts for the previous year.

The accounts have been prepared on a going concern basis as the trustees are satisfied that there are no material uncertainties about the ability of the charity to continue.

b) INCOMING RESOURCES

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to those resources.

The value of any voluntary help received is not included in the accounts but is described in the report of the trustees.

c) RESOURCES EXPENDED

All expenditure is accounted for on an accruals basis as a liability is incurred.

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of that obligation can be measured with reasonable certainty.

d) FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes.

The cost of raising and administering such funds are charged against the specific fund.

e) FIXED ASSETS

Depreciation is provided to write off the cost of tangible fixed assets over their estimated useful lives at the following rates:-

Fixtures, Fittings and Equipment	10% per annum straight line
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Individual items of fixtures, fittings and equipment with a purchase price of £500 or less are written off when the asset is acquired.

RED LETTER PROJECT

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022

2. INCOMING RESOURCES	Unrestricted RLP Activities Fund £	Designated Under Fives Fund £	Total Funds 2022 £	Total Funds 2021 £
Generated Funds				
Voluntary Income:				
Unrestricted Donations	3,915	-	3,915	6,127
Share Table Donations	1,574	-	1,574	1,995
Tuesday Friends Group	842	-	842	221
Community Gardening	-	-	-	2,000
Inn Churches	-	-	-	-
Grants Received:				
Early Years Funding	-	51,692	51,692	68,611
Great Horton Community Hub	24,846	-	24,846	16,900
Community Food Bank	18,124	-	18,124	10,344
Saint Columbas Community	12,500	-	12,500	-
Investment Income:				
Bank Interest	-	75	75	82
Charitable Activities				
Under Fives Pre School Fees	-	2,025	2,025	635
Community Hub Rent Income	12,062	-	12,062	4,431
Saint Columbas Rent Income	17,234	-	17,234	6,977
	91,097	53,792	144,889	118,323
3. RESOURCES EXPENDED				
	Unrestricted RLP Activities Fund £	Designated Under Fives Fund £	Total Funds 2022 £	Total Funds 2021 £
Charitable Activities				
Wages and Salaries	33,038	60,291	93,329	76,129
Saint Johns Rent	6,000	-	6,000	6,000
Share Table	2,071	-	2,071	3,565
Tuesday Friends Group	824	-	824	252
Community Gardening	20	-	20	399
Under Fives Pre School	-	2,120	2,120	1,887
Inn Churches	-	-	-	-
Community Hub:				
Under Fives Pre School Rent	-	-	-	-
Utilities and Insurance	21,190	1,169	22,359	12,787
Repairs and Maintenance	1,889	-	1,889	1,402
Saint Columbas:				
Utilities and Insurance	18,060	-	18,060	16,223
Repairs and Maintenance	14,623	-	14,623	3,778
	97,715	63,580	161,295	122,422

RED LETTER PROJECT

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022

4. GOVERNANCE COSTS

	2022 £	2021 £
Administration		
Wages and Salaries	1,845	2,340
Postage, Stationery and Software	256	308
Sundry Expenses	409	563
	2,510	3,211

5. STAFF COSTS

	2022 £	2021 £
Gross Wages and Salaries	92,096	76,596
Employer's National Insurance	5,213	3,818
Employer's N I Allowance	(4,353)	(3,535)
Employer's Pension Contributions	2,218	1,590
	95,174	78,469

The average number of staff members, calculated on a full-time equivalent basis, was as follows:

	2022 No.	2021 No.
Charitable Activities	4	3
Management and Administration	1	1
	5	4

6. TANGIBLE FIXED ASSETS

	2022 £	2021 £
<u>Fixtures, Fittings and Equipment</u>		
Additions During Year	10,650	-
Cost at 31 December	10,650	-

No depreciation has been provided on the tangible fixed assets as these had not been brought into use at the year end.

RED LETTER PROJECT

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022

7. CASH AT BANKS

	2022 £	2021 £
Co-operative Bank Community Account	996	4,759
Co-operative Bank Community No 2 Account	9,071	6,126
Skipton Building Society Account	13,597	23,521
Reliance Bank Account	31,929	55,109
	55,593	89,515

8. FUND ANALYSIS

	1 January 2022 £	Income £	Expenditure £	Transfers £	31 December 2022 £
Unrestricted RLP Activities Fund	46,640	91,097	(98,124)	-	39,613
Designated Under Fives Nursery	34,340	53,792	(65,681)	-	22,451
	80,980	144,889	(163,805)	-	62,064

Analysis of net assets between funds

	RLP Activities Fund £	Under Fives Fund £	Total £
Tangible Fixed Assets	10,650	-	10,650
Debtors and Prepayments	2,135	600	2,735
Cash at Banks	31,929	23,664	55,593
Cash in Hand	902	82	984
Creditors and Accruals	(5,644)	(1,100)	(6,744)
Tax and Social Security	(359)	(795)	(1,154)
	39,613	22,451	62,064

9. TRANSACTIONS WITH TRUSTEES

There was no remuneration or reimbursement of expenses made to the trustees during the period.

10. RELATED PARTY TRANSACTIONS

The Charity commenced its operations on 1 January 2018 when it took responsibility for the charitable activities that were previously undertaken by The Parochial Church Council of the Ecclesiastical Parish of Great Horton, Bradford (Charity No. 1133766). On 31 December 2017 the church trustees allocated funds of £112,352 (being the net assets held at that time in Red Letter Project activities) to the charity in order that it could continue with those charitable activities.

During the year the charity paid £6,000 (2021: £6,000) to The Parochial Church Council of Great Horton, Bradford for rent and utility costs of the church hall where some Red Letter Project activities are based.